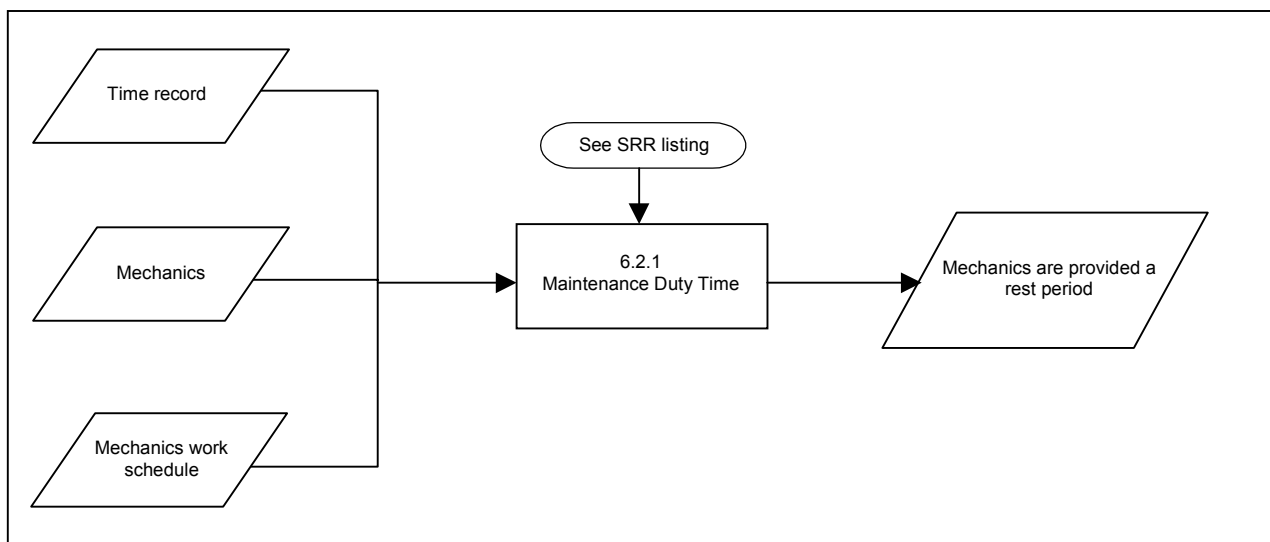


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 6.2.1 Maintenance Duty Time

Purpose of this Element (Air Carrier's responsibility): To ensure the maintenance personnel do not exceed duty time limitations.

Objective (FAA responsibility): To determine if the air carrier's Maintenance Duty Time process includes safety attributes.

Inputs:

- Time Record
- Mechanics
- Mechanics Work Schedule

Output:

- Mechanics are provided a rest period

Performance Measures:

- The Air Carrier relieves the mechanics from duty in accordance with their Manual.
- The Air Carrier maintains and uses work schedules to track maintenance personnel duty time.

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SRR:

- 121.377 Maintenance and preventative maintenance personnel duty time limitations

Other CFRs and/or FAA Guidance:

- HBAW 98.01 - Air Carrier and Maintenance Provider Contracts
- Preamble - 60 FR 65832, December 20, 1995, Commuter Operations and General Certification and Operations Requirements

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SRR SPECIFIC INFORMATION

| SRR | Intent | Inspectors |
|---------|--|---|
| 121.377 | To require a rest period of 24 consecutive hours in a 7-calendar period or the equivalent thereof within any 28-day period for maintenance personnel, including maintenance providers. | <i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i> |

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6.2.1 Maintenance Duty Time

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Maintenance Duty Time process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Maintenance Duty Time process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Maintenance Duty Time process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

| | |
|---|---|
| 1. Is there a clearly identifiable person who is answerable for the quality of the Maintenance Duty Time process? | <input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain: |
| 2. Does the person understand the procedures associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 3. Does the person understand the controls associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 4. Does the person understand the interfaces associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 5. Does the person understand the process measurements associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 7. Are the qualification standards for this position clearly documented? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 7a Are the qualification standards for this position appropriate for the duties that are assigned? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 8. Does the person meet the qualification standards? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 9. Does the person acknowledge that he/she has responsibility for the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 10. Does the person know who has authority to establish and modify the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |

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6.2.1 Maintenance Duty Time

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Maintenance Duty Time process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Maintenance Duty Time process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Maintenance Duty Time process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

| | |
|---|---|
| 1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Maintenance Duty Time process? | <input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain: |
| 2. Does the person understand the procedures associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 3. Does the person understand the controls associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 4. Does the person understand the interfaces associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 5. Does the person understand the process measurements associated with the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 6. Is the authority of this position clearly documented in the air carrier's Manual(s)? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 7. Are the qualification standards for this position clearly documented? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 7a Are the qualification standards for this position appropriate for the duties that are assigned? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 8. Does the person meet the qualification standards? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 9. Does the person acknowledge that he/she has authority for the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 10. Does the individual know who has the responsibility for the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
| 11. Are the procedures for delegation of authority clearly documented for the Maintenance Duty Time process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |

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6.2.1 Maintenance Duty Time

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Maintenance Duty Time process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Duty Time process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Maintenance Duty Time process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Maintenance Duty Time process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Maintenance Duty Time process:

1.1 Do written procedures require that maintenance personnel be off duty at least 24 consecutive hours in a 7 day period or four days in 28 days with cause? [SRR 121.377]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2. Do the procedures identify: who, what, where, when and how?

☐ YES If no, explain:
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES If no, explain:
☐ NO

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?

☐ YES If no, explain:
☐ NO

5. Does the air carrier have the resources to support the written procedures for the Maintenance Duty Time process?

☐ YES If no, explain:
☐ NO

6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).

☐ YES If no, explain:
☐ NO
☐ N/A, No alternate procedures exist for this element

7. Are the procedures published in different manuals relating to the Maintenance Duty Time process consistent?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Maintenance Duty Time process?

☐ YES If no, explain:
☐ NO

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6.2.1 Maintenance Duty Time

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Maintenance Duty Time process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Duty Time process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Maintenance Duty Time process with appropriate personnel to gain an understanding of the controls.
4. Observe the Maintenance Duty Time process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Maintenance Duty Time process:

1.1 Does the Air Carrier limit duty time to one 24-hour period off in a seven-day schedule?

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.2 Does the Air Carrier's time and attendance system have a built-in tracking system with alerts?

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the Maintenance Duty Time process?

☐ YES **If no, explain:**
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Maintenance Duty Time process?

☐ YES **If no, explain:**
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Maintenance Duty Time process?

☐ YES **If no, explain:**
☐ NO

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6.2.1 Maintenance Duty Time

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses its Maintenance Duty Time process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Duty Time process.
2. Discuss the Maintenance Duty Time process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Maintenance Duty Time process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Maintenance Duty Time process include the following process measurements?

2.1 Does the Air Carrier's Manpower Accounting System have a mechanism that prevents exceeding the duty time limitations?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.2 Do the Air Carrier's procedures include process measurement to audit Manpower Accounting records and verify compliance with Manual procedures?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Maintenance Duty Time process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Maintenance Duty Time process?

☐ YES If no, explain:
☐ NO

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6.2.1 Maintenance Duty Time

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Maintenance Duty Time process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Duty Time process.
2. Discuss the Maintenance Duty Time process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Maintenance Duty Time process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Maintenance Duty Time process:

1.1 Payroll

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Manpower Records

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Manual Currency (Element 2.1.1)

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Content Consistency Across Manuals (Element 2.1.2)

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.5 (Manual) Distribution (Element 2.1.3)

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.6 (Manual) Availability (Element 2.1.4)

- ☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2. List any additional interfaces identified:

3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?

- ☐ YES If no, explain:
☐ NO

4. Are there controls to ensure that interfaces occur?

- ☐ YES If no, explain:
☐ NO

5. Are the interfaces between the Maintenance Duty Time process and other processes treated consistently in the Manual(s)?

- ☐ YES If no, explain:
☐ NO